

Review for AFSC Chief of Safety Course

AFI 91-202

1.) Air Force _____ are responsible for implementing the Air Force Safety Program.

2.) Duties of the _____, include, but is not limited to:

Advise the commander, functional managers, and supervisors on safety and health matters.

Manage on- and off-duty safety programs.

Assist subordinate and tenant units with their safety programs.

Provide mishap prevention data and safety education material to subordinate & tenant units.

Keep the commander informed on program status and hazards.

Process hazard reports and manage installation master hazard abatement program master file.

Review civilian compensation claims involving occupational injuries to ensure mishaps were properly investigated and reported in accordance with applicable OSHA and Air Force directives.

Review hospital treatment records to ensure mishaps were properly investigated and reported.

Conduct safety education programs.

Provide the training necessary for potential interim investigation board members to do their job according to AFI 91-204. The host safety staff should provide initial and annual recurring training, as required.

Provide supervisors assistance with job safety training, JSAs, and OHAs.

Ensure all mishaps are investigated properly and reported according to AFI 91-204.

Attend the Facility Utilization Board (FUB) meetings.

Accomplish explosive siting requirements according to AFMAN 91-201.

Establish a proactive mishap prevention program, which ensures plans, procedures, facility and equipment modifications/acquisitions, hardware, software, and operations receive a safety review and incorporate reasonable risk management and hazard elimination and reduction features.

3.) The _____ must be qualified in the primary mission of the unit.

4.) The Air Force has an _____ (AFSC 1S0X1) and a _____ (GM/GS-018, Occupational Safety and Health Manager or Specialist, and GM/GS-803, Safety Engineer). These career safety personnel are assigned to positions authorized by the UMD.

5.) Each _____ determines the need for and the contents of investigation kits. A recommended list of contents is in AFP 127-1, *US Air Force Guide to Mishap Investigations*, chapter 2. Safety staffs with host base responsibilities will maintain a mishap response and investigation kit sufficient to meet initial response and interim safety investigation board requirements.

6.) Air Force _____ normally establish a publications library. When a master publication library and technical order library are readily available, the _____ needs to maintain only those publications that specifically apply to the safety program.

7.) Safety inspections help identify hazards and measure compliance with safety program requirements outlined in this instruction and AFI 91-301. Through inspections, the safety staff helps the commander determine the condition of work areas, the safety of work practices, the degree of compliance with safety and health standards, and the degree of compliance with _____.

8.) At least once every _____, qualified safety personnel must evaluate the safety program management of each organization at wing or installation level and higher.

9.) If safety personnel are required to conduct a safety quality assurance evaluations (QAE) function, QAE training is required locally _____. *NOTE:* AF Safety personnel must not put anything in a contract that establishes a requirement for the Air Force to protect contractor employees or their equipment.

10.) Surveillance is a _____ that can also assist in checking the day-to-day activities of an organization. No documentation is necessary for surveillance unless unsafe conditions or practices are noted and corrective action cannot be made without written notification. The following is a partial list of operations and areas that should be routinely checked:

Aircraft ground handling and parking.

Fuel servicing; hot refueling, integrated combat turnarounds, and concurrent servicing.

Aircraft maintenance procedures and facilities (on all workshifts).

Hazardous compressed gases and chemical storage, handling and use.

Air freight cargo compatibility, handling, loading, and unloading.

Work performed at elevated heights.

Activities requiring use of personal protective equipment and clothing.

11.) Privileged and FOUO controls protect the parts of the report that personnel provided in confidence or conclusions investigators derived from those parts. Use mishap reports only for _____ and _____ to these reports. The safety staff must brief everyone with access to privileged safety or privacy act information on the proper handling procedures _____.

12.) _____ sends periodic mishap summaries to the MAJCOM safety staffs. These summaries include recent mishap experience, mishap statistics, analyses of current problem areas, and proposed changes in safety policy.

13.) Full-time safety staffs at _____ should develop locally oriented mishap analysis programs to evaluate mishap statistics and identify trends.

14.) Air Force Catalog (AFCAT) _____, *USAF Formal Schools*, outlines specific safety-related courses (those listed below with a number designation).

15.) Each unit conducting or supporting flight operations must have a _____ to support its mission.

16.) FSOs and FSNCOs monitor routine airfield maintenance and major construction projects. On major construction projects, _____ reviews the initial plan for compliance with AFJMAN 32-1013, *Airfield and Heliport Planning and Design*, (formerly AFR 86-14), and attends the preconstruction conference or briefing to consider if it will effect unit operations.

17.) Wing, Base and Installation Safety Offices:

Establish a BASH plan that meets _____..

Each installation with flying operations must develop a contingency plan that lists responsibilities and procedures for wildlife control.

Establish a Bird Hazard Working Group (BHWG) consisting of organizations involved in airfield bird control, habitat management, operations and safety. The BHWG must meet at least semi-annually with minutes maintained. The _____ or equivalent will chair the meeting.

18.) Each installation ground safety manager oversees and implements a _____ safety program.

19.) The host coordinates weapons safety for the _____. Tenant units implement mission unique mishap prevention programs where the host does not have a mission in that area. Tenant units must coordinate any additional program functions with the host to avoid duplication.

20.) Explosives Safety Standards. Air Force explosives safety standards are in _____, *Explosives Safety Standards*. Criteria for specific explosives are specified in technical publications and other standard publications, such as command and local directives.

AFI 91-204

21.) Safety investigations and reports are conducted and written solely to _____. Safety investigations take priority over any corresponding legal investigations.

22.) Legal investigations provide a _____ of the facts and circumstances surrounding a mishap. Legal investigations may include a statement of opinion on the cause of the accident, gather and preserve evidence for claims, litigation, disciplinary and adverse administrative actions, and for all other purposes.

23.) If safety personnel or investigators discover information that seriously impacts the operations of a weapons system, the continuation of an exercise, or other operations, they must immediately _____ by telephone and follow up with a confirming e-mail, regardless of whether or not such information is associated with a mishap currently under investigation.

24.) The Air Force categorizes mishaps based upon the _____ (e.g., space systems, weapons, aircraft, motor vehicles, person, etc.) and the _____ (e.g., launch, orbit, existence of intent for flight, on- or off-duty, etc.) when the mishap occurs.

25.) Classify mishaps by _____ cost and the severity of _____.

26.) Class B Mishap. A mishap resulting in one or more of the following:
Direct mishap cost totaling _____ or more but less than _____.
A _____ disability.
Inpatient hospitalization of _____ personnel. Do not count or include individuals hospitalized for observation, diagnostic, or administrative purposes that were treated and released.

27.) It is DoD policy to determine the total direct mishap cost in order to provide a factual basis for the allocation of resources in support of DoD mishap prevention programs. Direct mishap costs ONLY include _____ (DoD and Non-DoD), _____, and _____.
The direct cost does not include the cost of implementing corrective actions.

28.) Military Members. For all _____ mishaps, commanders must test all military crewmembers on the flight orders (includes UAV/UAS crew). For all classes and

categories of mishaps, commanders have the discretion to test any involved military members whose actions or inactions, in their judgment, may have been factors in the mishap sequence.

29.) The Chiefs of Safety will ensure individuals with access to safety or mishap information, privileged or otherwise, know the limitations placed on their uses and the requirements for protecting such materials. Ensure individuals appointed to investigate mishaps are trained on privilege before receiving any safety or mishap information. _____ train all personnel with access to privileged safety information on the proper handling procedures and document their training.

30.) Maintain a current roster of personnel trained and qualified to perform _____ duties for weapons, space, aviation, and ground mishaps.

31.) _____ refers to information that is exempt by statute or case law from disclosure outside the Air Force safety community. The military safety privilege is judicially recognized and protects the investigative process. The Air Force treats this information confidentially to ensure commanders quickly obtain accurate mishap information thereby promoting safety, combat readiness, and mission accomplishment. NOTE: Safety investigations of non-DoD aviation mishaps are conducted using this instruction as guidance and do not contain privileged safety information.

32.) The Air Force gives a _____ to encourage frank and open communications with individuals who provide witness statements to a safety investigator and with government contractors who built, designed, or maintained the equipment and participate in the safety investigation. However, if an individual provides a false statement to a safety investigator under a promise of confidentiality, that statement (and any other information that witness gave to the safety investigator) loses its privileged status and can be used to support disciplinary and/or adverse administrative actions.

33.) Only the _____, or _____, or a _____ may offer promises of confidentiality and only during safety investigations where promises of confidentiality are authorized.

34.) The _____ of the safety investigation board responsible for the unauthorized release (or his or her subordinate commander), or the staff agency chief of the activity responsible for the incident, will appoint an investigating officer to conduct a formal investigation to determine if privileged safety information was improperly released, the extent of the unauthorized release, and the circumstances surrounding the release.

35.) The convening authority is the individual who has the authority to order a safety investigation. The _____ of the organization that owns the asset is considered to be the convening authority unless: AF/SE assumes investigative responsibility, another _____ assumes investigative responsibility (with the concurrence of the owning organization and AF/SE), or investigative responsibility is delegated to a lower level of command.

36.) _____ will be notified when an on-duty mishap resulting in an Air Force civilian employee fatality, to include heart attack victims, or involving the inpatient hospitalization of three or more people (one of which must be a DoD civilian employee) within 8 hours of an on-duty mishap.

37.) The safety investigation should be completed within _____ of the mishap. The investigation should place a greater priority on a complete and accurate safety report than on trying to finish in the _____ timeline.

38.) A _____ is a deficiency, which if corrected, eliminated, or avoided, would likely have prevented or mitigated the mishap damage or significant injury. This does not imply blame. The intent is to identify the point where corrective action is needed.

39.) _____ are feasible and effective solutions to eliminate identified hazards, or if the hazard cannot be eliminated, to mitigate the hazard's potential consequences.

40.) The first electronically transmitted safety message advising of a non-nuclear mishap or event is entitled _____ and are fully releasable. They will contain factual information only and will not contain safety-protected or privileged information..

41.) The SIB President/SIO will provide the convening authority safety office with the notification memorandum for individuals found causal in their investigation. Once the convening authority accepts the formal report and releases the final message, the convening authority will send a copy of the memorandum to the mishap unit safety office. Individuals must not be notified until after the SIB out briefs the convening authority and the final message is released. The _____ will notify the causal individual(s).